

# INSTRUCTOR GUIDELINES

(Effective 2/16/2006, Revised 6/14/06)

Thank you for your interest in becoming a certified instructor of Idaho's Salesperson Prelicense courses. This letter is designed to outline the steps you need to take in order to obtain certification.

Steps	Date Completed
<p><b>1. Instructor Application</b></p> <p>The first step in certification is to submit an instructor application, indicating your minimum qualifications, experience, etc., along with the application fee. Be sure to include any necessary supporting documents such as written requests for substitution of previous education and experience, transcripts, and license histories for verification of out-of-state experience, and three professional reference letters. Once your application is received, we will send you the current <i>standard</i> course outline. <b>All applicants must complete this step.</b></p>	
<p><b>2. Interview</b></p> <p>Contact the Education Council member from your area, to schedule an interview. During the interview you will discuss issues such as the Education Council's procedures for collecting course evaluations; options for students to make up missed class time; course exam retake procedures; field trip requirements; recruitment restrictions; awareness (procedures) of students with special needs according to ADA requirements; and other areas as well. For a list of Council members and their contact information please visit the following page: <a href="http://www.irec.idaho.gov/cnclmebs.html">http://www.irec.idaho.gov/cnclmebs.html</a>. <b>New applicants must complete this step; certified instructors adding another course may be required to complete this step.</b></p>	
<p><b>3. Course Observation</b></p> <p>You must observe each course you want to be certified to teach. You must observe the whole course before attempting to assistant teach in order to get acquainted with the required course materials and the various levels of expertise of adult students in those courses. You are encouraged to make notes concerning any methods used by the principal instructor that you especially liked (tips on how to handle problems encountered in the course, overheads or handouts that might be helpful, guest speakers you could contact to cover certain areas, ways that you would emphasize a point, etc.). These notes will be helpful to you in developing your personalized lesson plan you will use during your subsequent assistant teaching assignment. <b>All applicants must complete this step.</b></p>	
<p><b>4. Pass the Course Final Examination</b></p> <p>You must pass each exam for each course you want to teach. You must successfully complete the final course exam with a minimum score of 80%. If not successful on the first attempt, a retake may be taken. <b>All applicants must complete this step.</b></p>	

Steps	Date Completed
<p><b>5. Assistant Teach (Only after completing each of the above steps)</b></p> <p>To demonstrate your presentation techniques and provide practical experience with the various levels of expertise of adult students in real estate courses, you are required to assistant teach a certified course. If you are applying to teach Prelicense courses <b>and</b> BCOO and/or CORE, your assistant teaching assignment must be during a Prelicense course for which you are applying. You only need to assistant teach one of the courses. There is no remuneration to you for this training assignment from the certified real estate school or from the Idaho Real Estate Commission. <b>New applicants must complete this step; certified instructors adding another course may be required to complete this step.</b> Please review the following guidelines in order to qualify as successfully completing the assistant instructor assignment:</p>	
<p>a. Receive Commission approval for assistant teaching after you have completed each of the steps above. This approval must be verified between IREC's education department and the senior instructor and course provider prior to assistant teaching. The Commission may or may not choose to make arrangements for a Council member to observe the assistant teaching period.</p>	
<p>b. Contact an approved course provider and senior instructor to inquire about assistant teaching availability. When scheduling course teaching assignments, be certain to confirm the dates and times, location, and required course materials.</p>	
<p>c. Coordinate with the senior instructor. The assistant teaching assignment must include at least 25% of the total classroom instruction. Additional attendance requirements may be required by the Provider and/or senior instructor. It is recommended that you teach at least one lesson per day of the course. You must provide a copy of any alternate materials to be used to the senior instructor at least one week before the scheduled course. If the senior instructor uses an outline other than the Commission's <i>standard</i> course outline, you will need to obtain those materials, including textbooks, either directly from the instructor or from the school. The Commission Library may be a good resource, as well.</p>	
<p>d. Acceptable evaluations from the students and a favorable recommendation from the senior instructor are required. (A Council member may or may not observe the assistant teaching period and complete an evaluation.) Enclosed is a copy of the evaluation form that the students will be completing for you at the end of the course. It will be important for you to coordinate with the senior instructor to be sure the students have <u>separate evaluation forms</u> for both you and the senior instructor.</p>	
<p><b>Instructor Development Workshop</b></p> <p><b>All applicants must complete this step.</b> The IREC sponsored Instructor Development Workshop is scheduled for May 22-23, 2007 in Boise. Information will be available on IREC's website soon!</p>	

As you can see, this process requires time and commitment on the part of instructor candidates, course providers, and IREC. The Education Council will consider previous training and experience in the adult education field and/or in the subject matter field in lieu of these steps upon written request from the candidate. Remember that the *Certification Policy*, forms, and the Instructor Development Workshop registration are available on our website at [www.irec.idaho.gov](http://www.irec.idaho.gov)

Please be assured that we will work with you to complete the process as quickly as possible. If you have any questions at all, please contact me at 334-3285 ext 226 or [Danielle.lefler@irec.idaho.gov](mailto:Danielle.lefler@irec.idaho.gov).

Sincerely,

Danielle Lefler, Education Assistant

Encl. Course Outlines  
Instructor/Course Evaluation  
Approved Text Book List  
Realestatement